

Standard: <i>Attendance Sheet</i>	
Issue Date: May 5, 2000	Standard ID: <i>S-TR-010</i>
Supersedes: October 8, 1999	Rev/Change 2.0

1. Purpose: To provide a way to record the trainees that attended a class.

2. Creating Procedures:

P-TR-010 – Conducting a Course

P-TR-020 – Evaluating a Course

3. Contents:

- a) *Course:* the name of the course being taught
- b) *Instructor:* the name of the instructor teaching the course
- c) *Date(s):* the dates the complete course is being taught
- d) *Time:* the time the course starts
- e) *Location:* where the course is being taught
- f) *Signature:* validates attendance
- g) *Name:* printed name that will appear on Certificate
- h) *Organization:* Company Name for Contractors – Government Organization for Government personnel
- i) *Employee Number or SSN#:* for SAIC employees use the Employee number; non-SAIC
- j) Employees should use their SSN#

4. Format:

Following Page

5. Notes: N/A

SAIC Training Attendance Sign-In Sheet

Course: _____
 Instructor(s): _____
 Date: _____ Time: _____
 Location of Class: _____

Signature	Please Print Name As You Wish It To Appear on Your Certificate	SAIC Employee Number or SSN#	Organ- ization
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SAIC Training Attendance Sign-In Sheet

Course: _____

Instructor(s): _____

Date: _____ Time: _____

Location of Class: _____

Signature	Please Print Name As You Wish It To Appear on Your Certificate	SAIC Employee Number or SSN#	Organ- ization
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SAIC Training Attendance Sign-In Sheet

Course: _____
 Instructor(s): _____
 Date: _____ Time: _____
 Location of Class: _____

Signature	Please Print Name As You Wish It To Appear on Your Certificate	SAIC Employee Number or SSN#	Organ- ization
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